STATE OF MISSOURI

MISSOURI BOARD OF NURSING HOME ADMINISTRATORS

3418 Knipp Drive, Suite F, P.O. Box 570
Jefferson City, MO 65102-0570

Phone: (573) 751-3511   **Fax**: (573) 526-4314
Email: bnha@dhss.mo.gov
Website: www.dhss.mo.gov/BNHA

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Div of Reg & Licensure

Important Information regarding renewal of your Nursing Home Administrator's License

If your Missouri nursing home administrator's license expires June 30, 2008:

✓ Your Missouri nursing home administrator's license will expire on June 30, 2008.
✓ If you plan to renew, the license renewal application must be submitted by May 30, 2008; but no later than June 30, 2008.
✓ Do not send copies of your certificates of attendance with the renewal application. However, you must provide copies of your certificates if your record is selected during the random audit.
✓ The Board of Nursing Home Administrators must approve all programs held in Missouri. Programs held in another state may be used to renew if the host state licensing Board of Nursing Home Administrators or the National Continuing Education Review Services (NCERS) under the National Association of Boards (NAB), has approved the program. Please provide all information, including the program approval number, requested in Step 4 of the renewal application.
✓ The list of Board-approved continuing education programs can be found on the Board's website. If you do not have access to the Internet, you may request a copy by calling our office.

NOTICE: In lieu of full renewal, you now have the option of placing your Missouri nursing home administrator's license in an **INACTIVE** or **RETIRED** Licensure status. If you are interested in learning about these options, please visit our website http://www.dhss.mo.gov/BNHA/Apps/Forms.html. If you do not have Internet access, you may request a copy by calling our office.

Carry over hours:

If you have carry over hours, those hours may be applied to *this* renewal. You must have a total of 40 clock hours including a minimum of 10 PC hours in order to renew. A maximum of 20 clock hours can be earned by taking on-line courses offered by a Missouri Board-approved training agency. For a list of the approved providers and the link to each website, go to: http://www.dhss.mo.gov/BNHA/OnlineProviders.html. Please note: *any hours in excess of the 40 hours will NOT carry over to the next renewal period.*

If you fail to renew by June 30, 2008:

✓ You *cannot* practice as a nursing home administrator after that date.
✓ You can renew the license if done so within 12 months of the expiration date.
✓ If your renewal application is postmarked **after June 30, 2008**, the application **must** include:
  o A $25 late penalty fee in addition to the $100 renewal fee, and;
  o A statement indicating your employment status from July 1, 2008 through the filing of the application for late renewal and the reason(s) as to why the license was not renewed prior to the expiration date of June 30, 2008.

Once your renewal is received and processed, you will be issued a two (2) year license that will expire on June 30, 2010.

DEPARTMENT OF HEALTH AND SENIOR SERVICES, Division of Regulation & Licensure
Board of Nursing Home Administrators
<mark>Attn: Fee Receipts</mark>
PO Box 570, 3418 Knipp Drive
Jefferson City, MO 65102-0570
Phone: (573) 751-3511   Fax: (573) 526-4314
Email: bnha@dhss.mo.gov   Web: http://www.dhss.mo.gov/BNHA

2008 Application for Nursing Home Administrator License Renewal

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Step 1 of 4 – Official Board Information (Please make any necessary changes and/or supply information not listed)

First Name: _____ **Last Name:** _____ **License #:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Home Phone: _____ **Cell/Other:** _____ **Email:** _____

Facility Name: _____ **Current Position/Title:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Date employment began in current position, if Administrator: _____

NOTICE:

You have the option of placing your Missouri nursing home administrator's license in an **INACTIVE** or **RETIRED** Licensure Status. If you are interested in learning about these options, please visit our website at http://www.dhss.mo.gov/BNHA/AppsForms.html. If you do not have Internet access, you may request a copy by calling our office.

Step 2 of 4 – Background Questions

1. Have you ever been charged with, arrested for, or convicted of an offense involving the operation of a nursing home or other health care facility?   ❑   Yes*   ❑   No

2. Have you ever been charged with, arrested for, or convicted of a crime, an essential element of which is dishonesty, fraud or moral turpitude?   ❑   Yes*   ❑   No

3. Have any of your other professional licenses ever been disciplined?
                                                                        ❑   Yes*   ❑   No

*If you marked yes to any of these questions, please attach an explanation with any arrest, conviction and court documentation. If any of your professional license(s) have been disciplined, and this information was not provided to the Board at any time prior to this renewal, please explain and attach a copy of any settlement agreement, contract, etc. that you entered into at the time of discipline.

To renew your Nursing Home Administrator's license: Complete this form, include a cashier's check or money order made payable to "Department of Health and Senior Services" in the amount of $100 and mail to the address listed above by May 30, 2008.

The $25 late fee will not apply unless your renewal application is postmarked *after* June 30, 2008.

Step 3 of 4 – Signature

I hereby affirm under the penalty of perjury, that all information contained in this application is true and correct to the best of my knowledge and belief and that all supporting documents will be maintained in my file for four years. I understand that falsification of information may constitute grounds for discipline of my license pursuant to Section 344.050, RSMo.

Signature   Date

➡

Step 4 of 4 – Certification of Continuing Education for Renewal - Page 2

Step 4 of 4 – Certification of Continuing Education for Renewal *(do not attach evidence of clock hours completed for renewal)*

►**Seminars** – must include a **minimum** of 40 clock hours including 10 hours of patient care (PC) *if additional space is needed, feel free to copy this page.*

OFFERING TITLE	MO BNHA, OTHER NHA OR NAB APPROVAL NUMBER	SPONSOR	DATE(S)	NUMBER OF Administrative Hours	NUMBER OF Patient Care Hours

►**On-line Program(s):** **Please list, up to a maximum of 20 clock hours, any MO BNHA-approved on-line program(s) you completed for license renewal.**

OFFERING TITLE	MO BNHA APPROVAL NUMBER	SPONSOR	DATE	NUMBER OF ADMINISTRATIVE HOURS	NUMBER OF PATIENT CARE HOURS

►**Other methods of earning clock hours:** A maximum of 5 clock hours toward the 20 may be awarded for the following: publishing health-care related articles of at least 1500 words [see 19 CSR 73-2.050(3)(B) 1-2]; serving as Missouri preceptor for a nursing home administrator-in-training (1 clock hour for each full month serving as a preceptor), and; lecturing at a board-approved seminar (1 clock hour for each hour of presentation time up to a maximum of 3 hours, which can be in addition to actual hours of attendance at the seminar).

Name of Article Published and Journal, Name of AIT or, Presentation Title	Date Article Published, Date of Internship, or Date of Program	Sponsor	BNHA Approval Number (If applicable)	Number of Clock Hours Requested

2006 CARRY OVER HOURS _____ + HOURS EARNED_____ = *TOTAL HOURS _____

*A minimum of 40 clock hours including 10 pc hours. **Any hours in excess of the 40 required will not carry over.**

Revised March 2008